



## REQUEST FOR ASSISTANCE (RFA) FORM INTAKE INTERVIEW LOG

<u>Date:</u>	<u>Interviewer:</u>	<b>RFA #17 – 24</b>
<u>Name of Person(s) Requesting Assistance:</u> [REDACTED]		
<u>Contact Numbers (telephone, e-mail, etc.):</u> [REDACTED]		
<u>Status of Person(s) Interviewed (title, position, student status, etc.):</u>		
<u>Requested Assistance Pertaining To (name, position, policy, project, etc.):</u>		

To the best of your knowledge, please fill out the following:

Interviewee Status:    Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐  
 Concern Regarding:    Male ☐ Female ☐ Administrator ☐ Faculty ☐ Staff ☐ Student ☐

**Category:** *(Please check at least one)*

<input type="checkbox"/> Age	<input type="checkbox"/> Color	<input type="checkbox"/> Creed	<input checked="" type="checkbox"/> Disability	<input type="checkbox"/> Veteran Status
<input type="checkbox"/> Marital Status	<input type="checkbox"/> National Origin	<input type="checkbox"/> Race	<input type="checkbox"/> Religion	<input type="checkbox"/> Retaliation
<input type="checkbox"/> Sex/Gender	<input type="checkbox"/> Sexual Harassment	<input type="checkbox"/> Sexual Orientation	<input type="checkbox"/> Employment	<input type="checkbox"/> Genetic Information
<input type="checkbox"/> Gender Identity or Expression				

Time Line		
Date	Item	Comments
2-7-17	[REDACTED] writes to Michael Sledge	[REDACTED] expresses concerns about student accessibility for students with disabilities, including herself, in regards to increment weather. See email.
2-8-17	Michael Sledge forwards [REDACTED] email to Paul Cocke	Paul Cocke informs [REDACTED] that he will send her email to SGS and David Brunner.
2-10-17	SGS emails [REDACTED] and ccs David	SGS requests that [REDACTED] meet with her to discuss her concerns and see how EOO can be of assistance to her in this matter.
3-21-17	SGS sends a second email to [REDACTED] indicating that SGS has not heard back from [REDACTED] and wants to follow up as well as call her	SGS wants to discuss [REDACTED] concerns and provide an update.
